

3 DEC 1982

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[REDACTED]
Chief, Logistics Services Division, OL

SUBJECT: DCI's Annual Report to Congress

REFERENCE: Mult adsee R&RS fm C/P&PS/OL dtd 24 Nov 82,
same subject.

1. As requested in referent, listed below are some of the challenges and potential problem areas facing the Logistics Services Division in the future. LSD support in terms of increased courier and shuttle service, establishment and stockage of supply rooms, routine maintenance support, classified waste disposal, total color coordination, plus furnishing of public areas will be required in the forthcoming year to support [REDACTED]

[REDACTED] The challenge facing the Division will be to meet these increasing requirements with the same or limited increases in resources.

2. The following is a list of additional support requirements levied upon the Division during calendar year 82: the Mail and Courier Branch assumed responsibility from the Office of Security for servicing all overt mail boxes. With the relocation of the Map Services Division, Office of Central Reference, and the National Intelligence Emergency Planning Staff, both the Motor Pool and the Mail and Courier Branch were required to realign their routes in order to provide increased service to [REDACTED]

[REDACTED] In addition, the Mail and Courier Branch also commenced additional weekly mail deliveries to several other overt and covert sites in the Washington Metropolitan Area. In all cases, the Division has strived to provide high quality service and remain responsive to changing requirements with no significant increase in personnel resources.

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SUBJECT: RECD/OL Input to DCI's Annual Report to Congress

5. Division efforts to become more preactive and less reactive have resulted in increasingly higher levels of responsiveness to Agency client needs. Such efforts have resulted in increased levels of direct Agency contracting and engineering support to the domestic and foreign field to provide timely products, preventive engineering, and much needed planning support. Accordingly, the voluntary repeat calls by satisfied Agency component clients for additional engineering support have been significant with the inherent increase in division workload. (C)



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